October 2014 P-Card Newsletter

New CPA Available

We have a brand new contract available for **document destruction and recycling services** through Seadrunar Recycling. Seadrunar will take a P-Card and it has been written into our contract that they will not charge any additional fees when you pay using your P-Card.

Please reference **CPA 5704587** in your justification.

Our next **Spooktacular** P-Card Training will be on November 4th from 1:30-3:30 in the Chinook Dahlia Room, 3rd floor

How to Split Allocations in iExpense

We have had several inquires on how to split POETA coding within a transaction. This can be done on the Expense Allocations Screen by clicking on "Update Allocations." Select the transaction that you would like to split coding on and then click the Update Allocations button.

The Update Allocations button will take you to the screen where you can break apart your coding. There are no limitations to the amount of times that you can split your coding, however your saved allocations do not carry over to this screen, so they will all need to be entered manually.

HAPPY HALLOWEEN from our team to yours!!